

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Contractor: Scientific Consulting Group, Inc.

Work Assignment Number: 03-30, Amendment No. 2

TITLE	Technical, Information Transfer and Logistical Support of ORD National Center for Environmental Research (NCER) Meetings and Electronic Products
PERIOD OF PERFORMANCE:	CO Approval through November 30, 2012
WORK ASSIGNMENT COR:	Kathi Wiser Development/National Center for Environmental Research/Research Support Division 1200 Pennsylvania Ave NW Washington DC 20460 Mailcode: 8727P Phone: 703-347-0334 Wiser.kathi@epa.gov
ALTERNATE WA COR:	Myles Morse, USEPA Office of Research & Development/National Center for Environmental Research/Research Support Division 1200 Pennsylvania Ave NW Washington DC 20460 Mailcode: 8727P Phone: 703-347-8074 morse.myles@epa.gov
PROJECT OFFICER COR:	Verla Sutton-Busby, USEPA Headquarters 1200 Pennsylvania Avenue NW (Mail Code 8102R) Washington, D.C. 20460 Phone; 202-564-6808 / Fax #: 202-565-2910 sutton-busby.verla@epa.gov

The purpose of this amendment is to add support for children's centers and cumulative risk assessment webinar series and other similar webinars. Support includes monthly webinars for each series as well as similar webinars such as tribal research. Below are the added tasks.

- 1) Manage the implementation of the identified webinars on-site with the EPA WA COR. This can include operating on-site registration, distributing meeting materials and handouts, developing and distributing an attendance list update, assisting with time management of the agenda collecting evaluation forms, etc. as needed. Set up and run webinars and/or webcasts and track usage/attendee statistics.
- 2) Implement necessary webinar/meeting follow-up activities including preparation of final attendance lists; preparation of an executive type of meeting summary report, with a one page summary of the meeting; evaluation of the meeting; E-mail blast announcing the availability of the proceedings/meeting summary documents; and other needs to complete the information transfer circle.

The contractor shall support the planning and operation of the additional research webinars identified in the attached table.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 03-30								
		<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001								
Contract Number EP-C-08-010		Contract Period 12/16/2008 To 11/30/2012 Base Option Period Number 3								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Title of Work Assignment/SF Site Name NCER Meeting Support								
Specify Section and paragraph of Contract SOW 2.3, 2.4										
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 12/06/2011 To 11/30/2012								
Comments: This amendment changes the Work Assignment COR from Myles Morse to Kathi Wiser and the Alternate Work Assignment COR from Ted Just to Myles Morse.										
<input type="checkbox"/> Superfund		Accounting and Appropriations Data								
		<input checked="" type="checkbox"/> Non-Superfund								
SFO (Max 2) <input type="checkbox"/>		Note: To report additional accounting and appropriations data use EPA Form 1900-69A.								
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
12/16/2008 To 11/30/2012										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor W/P Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
Work Assignment Manager Name Kathi Wiser						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number 703-347-0334				
						FAX Number:				
Project Officer Name Verla Sutton-Busby						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-6808				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Renita Tyus						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2094				
						FAX Number: 513-487-2109				

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

03-30

☐

Other

☐

Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NCER Meeting Support

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.3,2.4

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/06/2011 To 11/30/2012

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 11/30/2012

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Myles Morse

Branch/Mail Code:

Phone Number 202-343-9706

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code:

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT
Contract Number: EP-C-08-010
Contractor: Scientific Consulting Group, Inc.
Work Assignment Number: 03-30

TITLE Technical, Information Transfer and Logistical Support of ORD National Center for Environmental Research (NCER) Meetings and Electronic Products

PERIOD OF PERFORMANCE: CO Approval through November 30, 2012

WORK ASSIGNMENT COR: Myles Morse, USEPA
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morse.myles@epa.gov

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Washington, D.C. 20460
Phone; 202-564-6808 / Fax #: 202-565-2910
sutton-busby.verla@epa.gov

Background: NCER's mission is to support high-quality research by the nation's leading scientists and engineers that will improve EPA's scientific basis for decisions on national environmental issues. NCER supports leading edge extramural research in sustainability, human health, air, nanotechnology, global change and economics; addressing exposure, effects, risk assessment, and risk management through competitions for STAR grants, fellowships, and research contracts under the Small Business Innovative Research Program. The program engages the nation's best scientists and engineers in targeted research. A

critical piece of research is information transfer, communication and collaboration. NCER brings researchers, academics, policy-makers, non-governmental organization representatives, government officials (e.g. local, regional, national, tribal, international), lay experts, students and the public together to share information and educate each other. A summary capturing the science and communication is developed from most meetings or workshops.

Purpose: Under this Work Assignment (WA) the contractor shall provide technical, information transfer, communications and logistical support for program, and progress review workshops, EPA and ORD science meetings involving its investigator-initiated research grants, as well as other meetings and workshops supported by NCER management. The purpose of these reviews and science meetings is to disseminate the results of ongoing research and to point the way for future research to all interested parties. The meetings are approved under the fiscal year 2011 budget, by NCER management. There will not be any duplication of work or effort under this work assignment. This performance work statement supports up to 17 meetings that vary in the level of effort. Refer to attached ***FY12 EPA ORD NCER Meeting Schedule for EPA Contract EP-C-08-010- WA 03-30***, for a description of contract support needed. The tasks are described below under Task Descriptions, and Deliverables and project schedule. Each meeting will consist of presentations of the research grants or assistance agreements, followed by questions and discussion by the meeting participants regarding progress and future direction of the research. Please note that all of the meetings on the schedule have received approval through ***NCER's Clearance Process for Meetings Requiring Expenditure of Funds***.

Task Descriptions:

Task 1: Preparation of the Work Plan

The contractor shall supply, within 15 calendar days of receipt of this performance statement of work, a working detailed technical and staffing plan and a detailed costs estimate that will be used to support this work. The staffing plan will identify qualified staff to perform tasks provided in the work assignment. If a subcontractor is included in staffing for this work assignment, the work plan will describe how the contractor will provide subcontractor oversight.

Task 2: Technical, Information Transfer, Logistical and Communications Support for NCER Workshops and Meetings

The contractor shall provide the necessary personnel and resources in the following four areas for each program, progress review and applicable science workshop and meeting:

- 1) Information Transfer Products, with description and Schedule; pre-meeting communications and logistical support;
- 2) Support in development of web-based registration sites, **Meeting Abstract Handouts; and Proceedings** documents and web based publication of these documents; as well as Webinar and Webcast support; and videographer support.

- 3) Technical and logistical support during the review; and
- 4) Follow up communications and evaluation of the meeting and documents for information transfer.

A Technical Directive (TD) issued by the EPA WA COR in advance of each workshop and meeting will delineate the specific technical, information transfer and logistical support requirements for the planning and implementation of meetings and the information transfer and communication of all website information and meeting documents. There will be some variation between the individual reviews and meetings but in general the contractor shall:

- 1) Provide status updates to the EPA WA COR concerning deliverables, schedules, and progress toward defined tasks and objectives.
- 2) Work with the EPA WA COR to develop the information transfer strategy and product description for each meeting.
- 3) Identify hotels with facilities and policies suitable for the specific meeting. The workshops and meetings will be conducted at government facilities and "green" compliant facilities when available, and will be attended by Principal Investigators of the grants or contracts, EPA Project Officers of the grants or contracts, EPA, EPA's solicitation partners, NCER's co-sponsors, and other representatives of the government, academia, NGOs, business communities, and the public. The contractor will prepare a green practices one pager for each meeting facility; and use any information already developed by the meeting facility, if applicable.
- 4) After selection of the meeting space, the Contractor shall negotiate an agreement with the selected hotel for space and related services on the appropriate dates.
- 5) Serve as liaison with the hotel. Negotiate rental of audiovisual equipment, computers, and other office equipment and services, including web cast services, as needed to conduct the on-site meeting activities.
- 6) Prepare an e-flyer meeting announcement with registration site information; logistical sheet containing information on the hotel, meeting location and registration instructions related to the meeting. Participate on meeting coordination kick off conference call.
- 7) Format abstracts of the talks to be given at meeting and assemble into a Meeting document followed by a Meeting *Proceedings* document that will include the executive summary, final agenda, and final participants list in addition to the abstracts. Presentations will only be included if permission from the Principle Investigators or presenters is received within a reasonable time frame, by the NCER Project Officer (PO). The proceedings document will be submitted on a CD or via Email in an electronic file for posting on NCER's website. If the Proceedings document is printed, the contractor shall submit a copy in camera ready format for printing, by the EPA WA COR. A U.S. Government Printing Office Desktop Publishing - Disk Information, GPO

Form 952 revised for pdf (2/97) will be submitted to the EPA WA COR for each document. The abstracts will be furnished by the PIs with instruction from a letter via email that is sent from the EPA NCER PO. The TD will address whether the contractor shall assist in drafting this PI letter.

- 8) Prepare and format the meeting agenda for posting on the NCER Website Events page. The EPA NCER PO is primarily responsible for developing the agenda and arranging participation of the presenters. Conduct all activities related to pre-registration and on-site registration for the meeting including telephone and email inquiries. Establish and maintain a registration website for these registration activities; including tracking web cast participation, if applicable.
- 9) Meeting website and registration site support for information transfer to include appropriate cross links in the research area community.
- 10) Prepare meeting folders and distribute handout materials during the meeting. Prepare and distribute evaluation forms. Facilitate collection of the forms at the meeting.
- 11) Procure incidental meeting supplies such as folders, name tags, signs, flip chart paper pads, markers, flash drives, pencils, etc., as needed for the meeting activities.
- 12) Manage the implementation of the meeting on-site with the EPA WA COR. This can include operating on-site registration, distributing meeting materials and handouts, developing and distributing an attendance list update, assisting with time management of the agenda, performing liaison services with the hotel, providing on site message service, collecting evaluation forms, etc. as needed. Set up and run webinars and/or webcasts and track usage/attendee statistics.
- 13) Implement necessary meeting follow-up activities including preparation of final attendance lists; preparation of an executive type of meeting summary report, with a one page summary of the meeting; evaluation of the meeting; E-mail blast announcing the availability of the proceedings/meeting summary documents; and other needs to complete the information transfer circle.

Task 3: Finalize Deliverables for previous events:

- 1) **Support for the Children's Centers Website:** Finalize meeting summary document from *Protecting Children's Health for a Lifetime: Environmental Health Research Meets Clinical Practice and Public Policy* meeting and manage collection and receipt of release forms for posting meeting presentations; incorporating final comments from presenters and NCER Technical Lead. Finalize executive summary from the *Children's Centers 2010 Meeting*; and consolidate email lists from both children's meetings.
- 2) **Promoting Healthy Communities:** Developing and Exploring Linkages Between Public Health Indicators, Exposure and Hazard Data: Finalize meetings summary page for NCER website including all presentations, and webcast files.

Schedule of Deliverables

Due Dates

Work Plan due within 15 calendar days of receipt of work assignment

List of final meeting facility options

5 – 7 business days after receipt of the TD
– status report after 4 business days

Finalize meeting summary document from *Protecting Children's Health for a Lifetime: Environmental Health Research Meets Clinical Practice and Public Policy*

February 15, 2012

Finalize executive summary from the *Children's Centers 2010 Meeting*; and consolidate email lists from both children's meetings

March 1, 2012

Finalize meeting summary page including presentations, January 31, 2012 and webcast files for the Developing and Exploring Linkages Between Public Health Indicators meeting.

Finalize invitation letters and Save the Date Flyers if applicable for Meetings

Six weeks prior to scheduled meeting

Information Transfer Products, Description and Schedule

Draft

Eight weeks prior to scheduled meeting

Final

Five to Six weeks prior to meeting

Online Registration Site – Ready for Posting on the Web

Date determined and submitted in TD

Format abstracts and other materials

Two weeks prior to scheduled meeting

Meeting Summary Report

Two weeks after completion of the meeting

Proceedings – Draft

Four to Five weeks after meeting

– Final for Web Posting

Five to Six weeks after meeting with final comments from NCER PO for technical content

Deliverable Acceptance Criteria: All website materials, logistical information, information transfer schedule, abstract handouts and meeting materials, letters, summary documents and proceedings documents will be well organized, contain appropriate content, clear and easily readable in its presentation.

Management Controls: Technical direction for this work assignment is provided by the work assignment SOW, by the Technical Directive submitted for each meeting and information

transfer product if it is not part of the meeting planning and implementation, by the work plan developed to implement this work assignment by the Contractor (after it has been accepted and approved by the EPA Work Assignment COR) and by the Contractor's designated management representatives. **Status and progress meetings** between the EPA; and Contractor work assignment COR and managers will be set up to discuss any questions that may arise during the performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The Contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR. The EPA WA COR will discuss task details and receive updates on progress, on a weekly basis once the work has begun under a TD. The contractor shall notify the EPA WA COR immediately of any problems that may impede the performance of the work under this work assignment. The contractor shall submit monthly progress reports, as identifies by the Contract Project Officer. The contractor shall give the WA COR and the Contract Project Officer notice when 75% of the hours or dollars have been expended.

In addition, to the deliverable schedule above, the contractor shall provide a list of **deliverables and the dates** that they are due after receipt of the TD. Deliverables shall be provided in electronic format, and hard copy if necessary to the WA COR. Deliverables shall be in accepted Agency format and standards. Documents shall be prepared by using Word or appropriate graphics software discussed with the EPA WA COR, and written materials delivered shall be e-mailed to the EPA WA COR at morse.myles@epa.gov and the appropriate NCER PO. Materials shall also be in a word processing or graphic software that facilitates uploading onto the Internet, EPA and ORD's LAN.

The contractor shall develop and maintain files supporting each task assignment. The contractor shall track, by meeting, the submitted TD, timeline, status, and other files on the **Meeting Management Tool** developed under a previous contract work assignment. Contract PO will also have access to the Meeting Management Tool database.

This Work Assignment does not contemplate the purchase of electronic and information technology falling under the definition of EIT provided in **Section 508 of the Rehabilitation Act (29 USC Part d)**, the **Accessibility Standard (36 CFR 1194)**, and the **FAR Final Rule (48 CFR Parts 7, 10, 11, 12, and 39)**, nor is there an exemption cited (FAR Part 39).

TRAVEL

"Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer prior to the travel. No travel is expected under this work assignment.

EPA GREEN MEETING REQUIREMENTS

"When soliciting quotes or offers for meeting and conference services on behalf of the EPA, the contractor shall follow the contract EPAAR clause 1552.223-71, EPA Green Meetings and conferences. More information about EPA's Green Meetings initiative may be found on the internet at <http://www.epa.gov/oppt/greenmeetings/>." Prepare green practices document for selected meeting facility.